Functions and responsibilities of Non-Life department

# Non-Life - Product -1

* 1. Processing Products in Credit & Aviation, Miscellaneous Lines of Business:
	2. Processing of new / revision / add-on of already approved products.
	3. Verifying compliance to F&U, seeking additional information and seeking clarifications.
	4. Presenting the product in Product approval committee and noting the details/comments of committee member.
	5. Preparing ‘Minutes of meeting’ & getting duly signed by all members leading to approval of product/add-on.
	6. Uploading of the policy documents after approval on the intranet website
	7. Providing clarifications on the product related issues to the inspection observations, RTI, etc
	8. Reviewing performance of Product comparator application
	9. Preparing the Product pendency statement and Product data management
	10. Processing of Non-Life Micro-insurance products
	11. Allotting URN/UIN to new products/add-ons
	12. Maintaining respective files and documents, movements of files through RNI and on- going status updating in RNI.
	13. Any other work which may be assigned from time to time by supervisory officer / HoD

#  Non-Life – Products -2

* 1. Processing Products in all others lines of business except Miscellaneous, Credit & Aviation Insurance Line of Business
	2. Processing of new / revision / add-on of already approved products.
	3. Verifying compliance to F&U, seeking additional information and seeking clarifications.
	4. Presenting the product in Product approval committee and noting the details/comments of committee member.
	5. Preparing ‘Minutes of meeting’ & getting duly signed by all members leading to approval of product/add-on.
	6. Uploading of the policy documents after approval on the intranet website
	7. Providing clarifications on the product related issues to the inspection observations, RTI, etc
	8. Reviewing performance of Product comparator application
	9. Preparing the Product pendency statement and Product data management
	10. Processing of Non-Life Micro-insurance products
	11. Maintaining respective files and documents, movements of files through RNI and on- going status updating in RNI.
	12. Any other work which may be assigned from time to time by supervisory officer / HoD

#  Non-Life Product Literature

* 1. Implementation of Advertisement Regulations for non-life sector.
	2. Examining product literature/ Prospectus etc
	3. Scanning Products documents/other documents for uploading on the intranet
	4. Checking the advertisements on the insurers websites to ensure that advertisements used are submitted to the authority
	5. Maintaining respective files and documents, movements of files through RNI and on- going status updating in RNI.
	6. Any other work which may be assigned from time to time by supervisory officer / HoD

#  Non-Life Regulatory Returns

* 1. Receipt of all Non-Life Regulatory, business, credit and rural & social sector returns (hence forth called non-life returns) filed by the insurers, compliance and follow up.
	2. Validation and consolidation of non-life returns
	3. Preparation and maintenance of the check list of the non-life returns sector for MIS.
	4. Uploading returns in the Intranet and facilitating soft copy exchange
	5. Monthly periodicals – collection of data and processing
	6. Maintaining respective files and documents, movements of files through RNI and on- going status updating in RNI.
	7. Any other works which may be assigned from time to time by supervisory officer / HoD.

# Non-Life Analysis

* 1. Analysis of non-life returns of the insurers including segment-wise premiums, claims, offices across different geographies and channels of all Non-Life Insurance & Reinsurance Companies
	2. Analysis and review of the returns filed under Section 32B and 32C of the Insurance Act, 1938 and Rural & Social Sector Regulations.
	3. Analysis for all MIS
	4. Providing Statistical Information and Inputs to Annual report and other handbooks/reports
	5. Analysis and provisions of inputs to onsite inspection team.
	6. Review and Comments on Onsite Inspection Reports and Standing Committee issues.
	7. Maintaining respective files and documents, movements of files through RNI and on- going status updating in RNI.
	8. Any other work which may be assigned from time to time by supervisory officer / HoD

#  Non-Life – Regulatory Actions

* 1. Reviewing issues forwarded by the operational / inspection depts. for placing before the Standing committee which include, offsite observations of operational departments and on-site inspection reports forwarded to the committee
	2. Scheduling meetings; forwarding the agenda to the members of the committee with brief details of the issues; recording the minutes and further processing
	3. Initiating the process for approval, support for further information called for, and after approval, preparation of draft SCN and getting approval from the competent Authority
	4. Receiving the reply of the regulated entity; comments of operational department on the reply to SCN; organizing personal hearing opportunity meetings, minuting and issuance of the orders
	5. Processing of further references emanating from the final order
	6. Proper documentation, upload in the Intranet and organising for quick retrieval insurer and subject wise.
	7. Monitoring implementation of AML guidelines for Non-life companies
	8. Monitoring implementation of Outsourcing, Direct marketing guidelines
	9. Maintaining respective files and documents, movements of files through RNI and on- going status updating in RNI.
	10. Any other work which may be assigned from time to time by supervisory officer / HoD

#  Motor Analysis & Motor Matters

* 1. Declined Risk Pool:
		+ Examination of underwriting guidelines by the companies
		+ Addressing operational and accounting issues
		+ Dealing with matters related to Operational Committee
		+ Ensuring Quarterly Settlements amongst members of declined risk pool
		+ Undertake analysis of Data
		+ Any other issues related to Declined Risk Pool
	2. Motor Portfolio:
		+ Examination of Policy Issues related to Motor Portfolio including addition/ removal of coverages
		+ Reviewing Issues on motor insurance taking into consideration the representations from General Insurance Council/ Transport Associations/ General Public
		+ Considering suggestions/Advices from the Ministry
	3. Business & Sector Analysis: Premium, Claims and other Analysis
	4. Solatium Fund: Address issues relating to administration of solatium fund and amendments thereto
	5. MV Act: Issues related to Amendment to MV Act
	6. Third Party Premium Rates:
		+ Undertake review of motor third party insurance premium rates based on the actuarial review of the motor third party data submitted by insurers.
		+ Respond to the representations from Transport Associations/General Public
	7. IMTPIP:
		+ Address issues related to Accounting
		+ Examination of Issues related to performance bonus/incentives to senior management of non-life insurers
		+ Issues related to Net Settlements to be effected in next 2 years
	8. Any other matter related to Motor Portfolio
	9. Maintaining respective files and documents, movements of files through RNI and on- going status updating in RNI.
	10. Any other work which may be assigned from time to time by supervisory officer / HoD

# Reinsurance

* 1. Reinsurance
		+ Implementation of Reinsurance regulations
		+ Analysis of Reinsurance Programme
		+ Analysis of treaty slips and excel cover notes
		+ Analysis of Facultative Placements filed by the companies on half yearly basis
		+ Analysis of Annual Reinsurance Statistics
		+ Inputs towards Authority’s Annual report on reinsurance segment
		+ Allotment of Unique Identification number to reinsurers participating in Indian Market
		+ Matters pertaining to Reinsurance Advisory Committee
		+ Finalising percentage and other terms & conditions for Obligatory Cessions
		+ Undertaking cross country comparison of best reinsurance practices
		+ Reviewing IAIS Principles & Standards on reinsurance for adopting as best practices.
		+ Terrorism Pool and Proposed Nuclear Risk Pool
		+ Inputs to the reinsurance and composite broker application for license
	2. Exempted Insurers
		+ Examination of Statutory provisions for exempted insurers
		+ Registration and renewal of exempted insurers
		+ Analysis of returns
		+ Database of exempted Insurers
	3. Disaster Management
		+ Role of insurance in the disaster management framework of the country
		+ Natural Catastrophe Pool and associated issues.
	4. Lloyds and other Foreign Reinsurers: Design and development of Regulatory

framework for incorporation Lloyd’s participants such as syndicates, managing agents, brokers, etc. following proposed changes in the Insurance (Amendment) Bill, 2008

* 1. Maintaining respective files and documents, movements of files through RNI and on- going status updating in RNI.
	2. Any other work which may be assigned from time to time by supervisory officer / HoD

#  Non-Life Approvals

* 1. Documentation Support on the following matters
1. Registration of Non-Life Companies:
	* Examination, coordination and processing of R1 (Requisition for registration application), R2 (Application for registration) and issuance of R3 (certificate of registration).
	* Preparation of Board Note and minutes of the Board meeting for acceptance/ rejection of R1 and R2.
	* Updating the IRDA web-site and issuance of press release on grant of R3
2. Renewals of Non-Life Companies: Examination and processing of Renewal Application and on satisfactory compliance of Insurance Act requirements, issuance of Renewal certificate
3. General Insurance Council:
	* Dealing with works relating to appointment of Chairman, Secretary General and Member of General Insurance Council and remuneration of Secretary General
	* Council meetings matters, follow-up actions & coordination with General Insurance Council
	* Follow up actions, if any.
4. New Office Approvals: Processing applications received from Non-life insurers for opening of place of business, relocation and closure of offices under Sec.64VC.
5. Appointment of CEOs: Processing of application received by Non-life insurers for appointment, reappointment & remuneration of CEOs.
6. Opening/Renewal & Closure of Liaison Office outside India by Indian Non-life insurance companies, inside India by foreign Non- lifeinsurance companies.
7. Opening & Closure of foreign Branch Office and Subsidiary by India Non-life insurance companies
8. Inputs to applications for mergers and transfer of non-life insurers
9. Inputs to applications for IPO’s of non-life insurers
	1. Tracking files / RNI of Non-Life department
	2. Approval of referral entities for Non-Life Companies
	3. Maintaining respective files and documents, movements of files through RNI and on- going status updating in RNI.
	4. Any other work which may be assigned from time to time by supervisory officer / HoD

#  Non-Life Regulations

* 1. Undertake drafting and amendments to legislation and regulations including Periodic review of IRDA’s (Manner of receipt of Premium) Regulations, 2002
	2. Addressing Reporting Format issues from time to time
	3. Changes/ clarifications in Outsourcing guidelines etc
	4. Maintenance of all documents pertaining to Acts, Regulations, Circulars, guidelines pertaining to Life department
	5. Issues relating to agency commissions and insurance brokerage
	6. Coordination with the agency and intermediaries departments on matters of mutual interest
	7. CPIO and Coordinating replies to Parliament Questions and RTI
	8. Correspondence with Ministry and other outside agencies
	9. Addressing Litigation/non litigation matters
	10. Vetting show cause notices/ orders/ warning letters
	11. Giving legal opinions sought by the department
	12. Follow-up on civil cases filed in lower courts were IRDA is impleaded as proforma party, follow up with the insurance companies to get the update of status of the matter
	13. Maintaining respective files and documents, movements of files through RNI and on- going status updating in RNI.
	14. Any other work which may be assigned from time to time by supervisory officer / HoD

#  Business Initiatives

* 1. ACORD
1. Gain access to the ACORD library.
2. Activation of the committees, convening meetings for the committees, providing them necessary support and coordination.
3. Act as custodian for the data dictionary, messaging standards.
4. Identify consultancy support requirement and their facilitation process.
5. Provide Project Management support on designing of the XML’s, compilers and converters.
6. Facilitate the Insurers/Intermediaries and other entities during the implementation stage.
7. Handling of post implementation requests for updates to the data dictionary and messaging standards.
8. Other activities arising out of the above or incidental thereto.
	1. ETASS
9. Request for Proposal for the proposed system.
10. Vendor management including short listing, coordination, facilitating signoff on the deliverables, ensuring the standards for implementation.
11. Facilitation for analysis of the System Requirement Specification, Functional Requirement Specification, Solution Architecture and other documents devised for the proposed ETASS system.
12. User Acceptance Testing Coordination.
13. Facilitating the implementation process
14. Handling of Post implementation issues.
15. Other activities arising out of the above or incidental thereto.
	1. Insurance Repository
16. Monitoring the functioning of the repository
17. Facilitation of the implementation process
18. Handling post implementation issues
19. Other activities arising out of the above or incidental thereto.
	1. Other New Initiatives:
20. Processing of the requests for newer support systems.
21. Handling the Requests for proposal (RFP)
22. Facilitation of the implementation process
23. Project Management Support including tasks related to scope, overview of the project, setting up of the project standards and coordination with the users.
24. Vendor management
25. Validation of the deliverables and providing sign-offs.
26. Handling issues arising out of Implementation and Post implementation process.
27. Other activities arising out of the above or incidental thereto.
	1. Maintaining respective files and documents, movements of files through RNI and on- going status updating in RNI.
	2. Any other work which may be assigned from time to time by supervisory officer / HoD